



# **BPA VACANCY ANNOUNCEMENT (#002653-04-DH-A1)**

**U.S. DEPARTMENT OF ENERGY  
BONNEVILLE POWER  
ADMINISTRATION**

**POSITION: SUBSTATION OPERATOR, BB-5407**

**Multiple Positions throughout BPA – Oregon, Washington, Idaho and Montana**

**OPENING DATE:**

**06/08/04**

**CLOSING DATE:**

**OPEN UNTIL FURTHER NOTICE**

**HOURLY PAY RATE:**

**\$30.75**

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

**DATE AMENDMENT ISSUED: 06/21/04**

**Amendment #1**

## **PURPOSE OF AMENDMENT**

**TO ADD THE GEOPGRAPHIC LOCATION DESIGNATION SHEET.**

**Applicants must complete the attached “Certification of Geographic Availability Form” indicating which location they wish to be considered for and return with their application package.**

**Note: This position is covered under the Employee Referral Program.**



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**WHO MAY APPLY:** All US Citizens

**POSITION LOCATIONS:** Transmission Business Line, Transmission Field Services - Selections may be made anywhere in the Bonneville Power Administration (BPA) service area (Oregon, Washington, Idaho, and Montana).

\*In addition to the wage rate, BPA pays a supplement equal to 4.4% of the wage rate to permanent employees for each hour of straight-time wages that are paid.

**NOTE:** This position is covered under the Employee Referral Program.

**NOTE:** These positions are being filled under a Direct hire Authority, and may be used to make competitive service career, career-conditional, term and temporary appointments.

**NOTE:** If you do not possess the background outlined in the Experience Required Statement but have some related substation operation experience, please consider applying for our Substation Operator Trainee positions under Announcement Number 002664-04-DE.

**CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM**

**(ICTAP):** Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating, and a copy of their most recent SF 50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. For additional information, please refer to <http://www.opm.gov/> or to <http://www.jobs.bpa.gov/>.

**This position has a SELECTIVE PLACEMENT FACTOR, which will serve as a screen-out element: Applicants must submit a copy of their EMPLOYMENT DRIVING ABSTRACT\*\* (obtained from the Dept. of Motor Vehicles or equivalent State agency) covering the past 3 years and dated within the last 3 months.** Candidates with a poor driving record\*\*\* and/or revocation of license will be immediately disqualified from consideration. Failure to submit your driving record will also be disqualifying.

**\*\*Please note that this is a change in the requirement for the type of driving abstract applicants are now required to submit. Applicants can request a copy of their Employment Driving Record from the Department of Motor Vehicles or equivalent State agency in the same manner as previously required. (However, you must specify that you are requesting an *Employment Driving Record*).**

**\*\*\*Disqualifying driving records:** Within the past three years, any of the following conditions disqualify an applicant for a U.S. Government Motor Vehicle Authorization: A. Conviction for operating a motor vehicle under the influence of alcohol or a controlled substance. B. Conviction for leaving the scene of an accident without making his or her identity known. C. Suspended, revoked, or cancelled driver's license. D. Any recurrent record of auto accidents/incidents, traffic violations, or arrests, which demonstrate that the driver does not have an adequate sense of responsibility. This may be shown by any of the following: Conviction for fleeing or attempting to elude a police officer; conviction for a felony involving the use of a motor vehicle; 2 or more accidents in which the driver was at fault; 2 or more excessive speeding violations (15 miles per hour or more over the posted speed limit.); or 4 or more moving violations.

## **NOTES:**

A technical interview will be given to all qualified applicants.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

If selected, applicant will be required to pass a pre-employment physical examination.

As per DOE Order 3792.3 this position is subject to random drug testing. Tentative selectees will be tested for the use of illegal drugs prior to final selection. A determination of the use of illegal drugs may lead to non-selection (based on a failure to meet conditions of employment). The successful applicant(s) will be subject to future random, unannounced testing. Failure to pass subsequent tests may result in disciplinary action, including removal from the Federal Service.

If selected, you will be required to complete a Declaration for Federal Employment (OF 306, revised 1/01) to determine your suitability for Federal employment and to authorize a background investigation. You will be asked to sign and certify the accuracy of all information in your application. If you make any false statement in any part of your application, you may not be hired; or you may be fined, jailed, or fired after you begin work. The correct version of the OF-306 form is available at:

[http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)

## **DUTIES AND RESPONSIBILITIES OF THE SUBSTATION OPERATOR:**

Substation Operators operate equipment in an electrical power transmission system substation. Specific tasks vary with the type of substation to be operated, but may include any of the following: 1. **General Operation** - Checks and reviews station conditions. Reviews station log book and Substation Operating Manual. Responsible for Control of Entry, Station Security, and safety of others in the station. May be assigned other duties such as Safety Watching and escorting others. Keeps System Dispatchers and others informed of all local information pertinent to the operation of the power system. Notifies specified BPA personnel and others of power system emergencies. Has contact with the public and BPA customers. 2. **Inspections** - Checks indication and tags on control panel against actual station conditions. Checks for adherence to the station voltage schedule. Checks for compliance with prescribed operating limits on lines and equipment (load, voltage, temperature, etc.). Periodically inspects station, including all components in switchyard, control house, relay houses, and other buildings. Conducts security check of perimeter fences, gates, doors, and windows. Checks for conditions constituting hazards to personnel, property, or equipment. Takes action to correct abnormal conditions or notifies others concerned with the condition. 3. **Switching** - Ascertains, plans, and performs any switching scheduled during tour of duty. Plans and performs switching as delegated by system dispatcher. Performs operating functions in accordance with the Switching and Clearance Procedures, the Accident Prevention Manual, and the Substation Operating Manual which includes: operating bulletins, substation standing operating orders, station instructions, etc. During loss of communication with control centers, operates a substation in accordance with pre-approved, written orders and instructions. In case of trouble involving possible injury, loss of life, or damage to property, operates substation in accordance with best personal judgment. 4. **Communications** - Monitors and operates various communications systems. These systems include mobile radios, commercial phone lines, and various BPA communications systems. These communications systems are operated for purposes including voice communications, relaying, and billing. 5. **Records and Reports** - Complete, files and maintains various records and reports in accordance with instructions. May read, record, and report various meters, instruments, gauges, and billing meters. Files, maintains, corrects, and as necessary, orders new substation prints. 6. **Instructing** - Leads and instructs others as assigned. 7. **Non-electric Plant** - Performs non-electric plant duties as assigned, such as building and grounds maintenance. 8. **Environmental** - May perform preventive and/or corrective containment and/or cleanup measures to protect the environment.

**EXPERIENCE REQUIREMENTS:** Ability to Perform the Work of a Substation Operator Without More Than Normal Supervision. Describe your experience writing switch orders, by using station prints (one line diagrams, relay schematics, or wiring diagrams), to clear or bypass a power circuit breaker, a line, a main bus, a transfer or auxiliary bus, a power transformer bank. Please indicate when and where this experience was acquired.

**NOTE:** Applicants who meet the experience requirement will be asked to demonstrate the ability to write a switch order, using station prints, to clear or bypass the above listed equipment in a technical interview. The technical interview will also include other relevant aspects of substation operations.

Applicants who meet this requirement will be rated qualified and will be referred for employment consideration.

Please do not attach copies of switch orders you have written. Instead, describe in your own words the process you have used to do so at your utility. Describe this experience on a separate sheet of paper and attach it to your resume or application.

**BASIS FOR RATING:** Applicants must have had progressively responsible experience and training sufficient in scope and quality to successfully perform the duties of the position without more than normal supervision. Applicants will be evaluated on the basis of their substation operations experience.

**WORKING CONDITIONS:** Work is performed both indoors and outdoors under all prevailing weather conditions during the day or night. Work is also performed on uneven, outdoor surfaces, including steep inclines, on rocked or graveled surfaces and unimproved surfaces. Hazards include working around high voltage equipment and machinery with moving parts. The possibility of explosion or fire is ever-present. The Substation Operator may work from ladders, platforms, scaffolding, or stairs. Work may be at heights up to 60 feet. The work environment will occasionally include high noise levels and/or exposure to hazardous substances (such as acids, PCBs, pesticides, asbestos, mercury, solvents, etc.) that could, if precautions are not followed, pose a health risk. Proper respiratory and

safety equipment shall be worn when hazardous substances are being handled. Emergencies, critical system conditions, or outage limitations may require that work be done at night and/or under time restraints. System priorities may require extended periods of overtime, including working weekends and holidays.

# **PHYSICAL REQUIREMENTS:**

**Essential Functions** (those duties encompassed in a job which are indispensable and comprise the gist or substance of the job):

- Operates energized high and low voltage electrical power transmission system substations following strict procedures and safety requirements.
- Checks and reviews station conditions. Responsible for station security and safety of others in the station.
- Performs inspections on all high and low voltage equipment in substations and keeps records. Periodically inspects station, including all components in the switchyard, outlying buildings, and the perimeter of the property.
- Monitors and operates various communications systems. All processes require clear oral communication.
- Completes associated documentation required of the above listed tasks.
- Drives 15-20% of the time in all weather conditions.

| PHYSICAL REQUIREMENTS                                                                                                                                                |              |                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Physical Requirement needed to perform essential functions<br>NR=not required; Rarely = 1% or less; Occasionally = 1-33%; Frequently = 34–65%; Continually = 66–100% |              |                                                                                                                                                                                                                                                                                                                                                                               |
| Climbing                                                                                                                                                             | Occasionally | Able to climb and work at various heights averaging 10 feet, such as on platforms, scaffolding, ladders and stairs adjacent to high-voltage equipment.                                                                                                                                                                                                                        |
| Balancing                                                                                                                                                            | Frequently   | Requires good balance to climb ladders and perform repair duties while switching and changing fuses. Walking on uneven surfaces.                                                                                                                                                                                                                                              |
| Leg/foot use (in conjunction with standing, walking, and climbing)                                                                                                   | Frequently   | To operate motor vehicles and to climb ladders and stairs. Must be able to work from ladders, platforms, scaffolding                                                                                                                                                                                                                                                          |
| Standing                                                                                                                                                             | Occasionally | Ability to stand an average of 2-3 hours uninterrupted. Occasionally stands a maximum of up to 8 hours per day when performing safety watching.                                                                                                                                                                                                                               |
| SITTING                                                                                                                                                              | Frequently   | Drives vehicles to and from work sites, monitor and operate various communication systems; perform office work. Average of 3-4 hours per day.                                                                                                                                                                                                                                 |
| WALKING                                                                                                                                                              | Frequently   | Walk/stand on uneven, slippery surfaces, including steep inclines in all weather conditions. Must be able to move rapidly to and from the control house at various locations in the switchyard (distances of up to one-quarter mile) several times in succession during the execution of switching operations. Must be able to walk up to 4 hours on large-graveled surfaces. |
| LIFTING/CARRYING                                                                                                                                                     | Occasionally | Lifts tools and equipment. Average is 30 pounds. Lifts and positions 100-110 pound nitrogen bottles and 120-pound manhole covers. Ability to raise, lower, and maneuver up to 30-pounds utilizing a pole 20 feet or more in length.                                                                                                                                           |
| Pushing/Pulling                                                                                                                                                      | Occasionally | Requires up to 75 pounds of exertion to operate swing handle or hand crank of disconnect while in a standing position. Moves and positions equipment and materials weighing up to 120 pounds such as manhole covers and nitrogen bottles.                                                                                                                                     |
| Twisting/Bending/Stooping (knees, waist, neck, wrist)                                                                                                                | Frequently   | Ability to raise, lower and maneuver up to 30 pounds utilizing a pole 20 feet or more in length. Performs inspections and cleaning duties.                                                                                                                                                                                                                                    |
| HANDLING/GRASPING                                                                                                                                                    | Occasionally | Ability to raise, lower, and maneuver up to 30 pounds utilizing a pole 20 feet or more in length to change fuses and perform switching operations. Grasps swing handles and hand cranks to perform switching operations. Fine grasping to replace screws and relay equipment.                                                                                                 |
| Reaching                                                                                                                                                             | Occasionally | <b>Works with arms overhead or extended for long periods of time.</b>                                                                                                                                                                                                                                                                                                         |
| Crouching                                                                                                                                                            | Occasionally | May crouch when performing inspections.                                                                                                                                                                                                                                                                                                                                       |
| Kneeling/Crawling                                                                                                                                                    | Rarely       | Kneels to access and inspect equipment.                                                                                                                                                                                                                                                                                                                                       |
| Fingering/Feeling                                                                                                                                                    | Occasionally | Performs repairs and switching activities. Turns knobs and grasps screws after removing relay covers.                                                                                                                                                                                                                                                                         |
| Other Physical Requirements                                                                                                                                          | Occasionally | Considerable physical exertion is also required while performing activities such as building and grounds maintenance and when traveling on foot to gain access to remote switching locations.                                                                                                                                                                                 |

| USE OF SENSES |             |                                                                                   |
|---------------|-------------|-----------------------------------------------------------------------------------|
| Talking       | Continually | Able to communicate with co-workers and to provide clear, accurate communication. |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hearing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Continually | To receive directions from co-workers, listen for telephone. Ability to hear warning devices, and indicators of problems in the substation.                                                                                                                                   |
| Vision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Continually | To safely operate equipment and use tools while performing disconnects and switching operations. Requires good spatial ability/depth perception and sufficient color discrimination to distinguish color-coding or shade variations. Distant visual acuity of at least 20/40. |
| Smell                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Continually | Able to detect various gases, fuels, exhausts, burning of electrical equipment. Gas detectors are available.                                                                                                                                                                  |
| <b>MENTAL REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                                                                                                                                                                                                                                                                               |
| Requires ability to perform effectively under stress for extended periods of time in hazardous situations; interact/communicate with others; comprehend and follow directions; work both independently and as a team member; make decisions and judgments; maintain flexibility in performing a variety of tasks, pay attention to detail, follow safety rules; operate vehicles and equipment safely; read and comprehend manuals and substation maps; sufficient math/geometric skills; basic computer skills.                                                                                                                                                                                                  |             |                                                                                                                                                                                                                                                                               |
| <b>ENVIRONMENTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |                                                                                                                                                                                                                                                                               |
| Requires ability to work outside in all weather conditions; inside work required while working on relay and control panels and other electrical equipment. Frequent exposure to hazards typical of working around high voltage equipment and machinery with moving parts. Potential exposure to loud noises. May perform preventative and/or corrective containment and/or cleanup measures to protect the environment with various chemicals such as herbicides, pesticides, and solvents. MSDS are available. Ability to work at heights and underground. Required to wear various levels of PPE (hearing protection, respiratory protection, hard hats, safety glasses; if required, insulated rubber gloves). |             |                                                                                                                                                                                                                                                                               |
| <b>SPECIAL EQUIPMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |                                                                                                                                                                                                                                                                               |
| Uses equipment such as cars, trucks, a variety of power and hand tools and test equipment. Uses office equipment such as computers, telephones, copy and fax machines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |                                                                                                                                                                                                                                                                               |

**CONDITIONS OF EMPLOYMENT:** Persons filling **Substation Operator** positions are required to meet some or all of the following conditions: 1. Establish a residence in accordance with negotiated requirements; that is within one hour or less commuting time under normal weather and road conditions, to the duty station headquarters. 2. Provide a means for contact by the Administration. 3. Change shifts on short notice or continue on duty in the absence of relief. 4. Possess a valid state driver's license. Traffic citations indicating poor driving habits may disqualify applicants. 5. Obtain certification on the equipment associated with substation operations, if assigned to use or operate. 6. Possess within one year after appointment, and maintain continuously thereafter, a First Aid Card. 7. Follow and enforce the safety practices of BPA. 8. Operate any type of motor vehicles applicable to assigned duties. 9. If exposed to health hazards, have periodic physical examinations as prescribed by competent medical authority at BPA expense. (Employees will work in close proximity to substances, such as acids, PCBs, pesticides, asbestos, mercury, solvents, etc., which may have effects on health unless prescribed handling procedures are followed). 10. As part of the job requirements, and, at the discretion of the Regional Office, the Substation Operator shall be required to apply restricted use pesticides and may be required to obtain a pesticide applicator's license. The Administration shall provide the necessary training for such a license. 11. Subject to call for emergency work at any time. 12. May be placed in an available status during off hours subject to negotiated agreement.

#### **HOW TO APPLY:**

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

- Your resume, or other application, that fully describes your education and experience. (Note a copy of the optional application Form (OF-612) is attached).
- Narrative response to Experience Requirement: Ability to Perform the Work of a Substation Operator Without More Than Normal Supervision. Describe your experience writing switch orders, by using station prints (one line diagrams, relay schematics, or wiring diagrams), to clear or bypass a power circuit breaker, a line, a main bus, a transfer or auxiliary bus, a power transformer bank. Please indicate when and where this experience was acquired.
- **Driving record abstract for past three (3) years (obtained from the Dept. of Motor Vehicles or equivalent State agency, and must be dated within the last 3 months).**  
All applicants are encouraged to complete and submit DOE F 1600.7e, Applicant Disability, Race/National Origin and Sex Identification form (attached).
- Member 4 copy of Military Discharge Papers, DD-214 (if applicable)
- SF-15, Application for 10-point Veteran Preference with proof of your claim (including letter of compensable disability dated within the last 12 months), if applicable
- OF-306 (revised 1/01), Declaration for Federal Employment (attached).

#### **APPLICATION INFORMATION:**

There is no specific required application form, however, there is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612 – (attached), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- Applicants will not be contacted for missing information.

**REQUIRED INFORMATION ON RESUME\*:**

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your Social Security Number.
4. Country of citizenship.
5. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
6. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title ((**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), salary, hours worked per week, salary).
7. Indicate if we may contact your current supervisor.
8. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

**\*\*Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration.**

Forms Availability: All application materials may be obtained from all Bonneville Power Administration Human Resources offices 5411 NE Highway 99, Plant Services Building, Vancouver, WA; or 905 NE 11th Avenue, Portland, OR, or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our internal website, or our external website at [www.bpa.gov](http://www.bpa.gov)

If you have questions, you may call the Employment Center, 360-418-2090 or 503-230-3055.

Applicants should retain a copy of their application as BPA does not return applications or provide copies.

**WHERE TO APPLY:**

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11<sup>th</sup> Avenue, Portland, OR 97232.

**RECEIPT OF APPLICATION:**

Applicants will be notified of receipt of their application package.

**Fax Applications:**

Faxed applications should be sent to 360-418-2063. Applicants are responsible for ensuring that application materials transmit successfully.

Applications should be sent as email attachments to: <http://www.jobs.bpa.gov/>. The announcement number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

The Bonneville Power Administration is a harassment free workplace.

|                                            |                                              |                                                              |                                                                                                       |
|--------------------------------------------|----------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <a href="http://www.va.gov">www.va.gov</a> | <a href="http://www.bpa.gov">www.bpa.gov</a> | <a href="http://www.usajobs.opm.gov">www.usajobs.opm.gov</a> | <a href="http://www.opm.gov/qualifications/index.htm">http://www.opm.gov/qualifications/index.htm</a> |
| Veterans                                   | Bonneville Power                             | Office of Personnel                                          | Office of Personnel Management                                                                        |
| Administration                             | Administration                               | Management Jobs                                              |                                                                                                       |

# OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

FORM APPROVED  
OMB No. 3206-0219  
Electronic Form Approved by CGIR  
03/31/98 (VB)

You may apply for most jobs with a resume, this form, or other written format. If your resume or application **does not provide** all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

|                              |                        |                          |                                      |
|------------------------------|------------------------|--------------------------|--------------------------------------|
| 1. Job title in announcement |                        | 2. Grade(s) applying for | 3. Announcement number               |
| 4. Last name                 | First and middle names |                          | 5. Social Security Number            |
| 6. Mailing address           |                        |                          | 7. Phone numbers (include area code) |
| City                         |                        |                          | Daytime                              |
| State                        |                        |                          | Evening                              |
| ZIP Code                     |                        |                          |                                      |

## WORK EXPERIENCE

8. Describe your paid and nonpaid work experience related to the job for which you are applying. Do **not** attach job descriptions.

A) Job title ( if Federal, include series and grade)

|                             |            |        |     |                                    |
|-----------------------------|------------|--------|-----|------------------------------------|
| From (MM/YY)                | To (MM/YY) | Salary | per | Hours per week                     |
|                             |            | \$     |     |                                    |
| Employer's name and address |            |        |     | Supervisor's name and phone number |

Describe your duties and accomplishments

B) Job title (if Federal, include series and grade)

|                             |            |        |     |                                    |
|-----------------------------|------------|--------|-----|------------------------------------|
| From (MM/YY)                | To (MM/YY) | Salary | per | Hours per week                     |
|                             |            | \$     |     |                                    |
| Employer's name and address |            |        |     | Supervisor's name and phone number |

Describe your duties and accomplishments

9. May we contact your current supervisor?

YES ☐ NO ☐ → If we need to contact your current supervisor before making an offer, we will contact you first.**EDUCATION**10. Mark highest level completed. Some HS ☐ HS/GED ☐ Associate ☐ Bachelor ☐ Master ☐ Doctoral ☐

11. Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

12. Colleges and universities attended. Do **not** attach a copy of your transcript unless requested.

| A) Name |       |          | Total Credits Earned |         | Major(s) | Degree<br>(if any) | Year Received |
|---------|-------|----------|----------------------|---------|----------|--------------------|---------------|
|         |       |          | Semester             | Quarter |          |                    |               |
| City    | State | ZIP Code |                      |         |          |                    |               |
| B) Name |       |          |                      |         |          |                    |               |
| City    | State | ZIP Code |                      |         |          |                    |               |
| C) Name |       |          |                      |         |          |                    |               |
| City    | State | ZIP Code |                      |         |          |                    |               |

**OTHER QUALIFICATIONS**

13. **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do **not** send documents unless requested.

**GENERAL**

14. Are you a U.S. citizen? YES ☐ NO ☐ → Give the country of your citizenship.

15. Do you claim veterans' preference? NO ☐ YES ☐ → Mark your claim of 5 or 10 points below.

5 points ☐ → Attach your DD 214 or other proof. 10 points ☐ → Attach an Application for 10-Point Veterans' Preference (SF15) and proof required.

16. Were you ever a Federal civilian employee? NO ☐ YES ☐ → For highest civilian grade give:

| Series | Grade | From (MM/YY) | To (MM/YY) |
|--------|-------|--------------|------------|
|        |       |              |            |

17. Are you eligible for reinstatement based on career or career-conditional Federal status? NO ☐ YES ☐ → If requested, attach SF 50 proof.

**APPLICANT CERTIFICATION**

18. I **certify** that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I **understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I **understand** that any information I give may be investigated.

**SIGNATURE****DATE SIGNED**

**GENERAL INFORMATION**

- You may apply for most Federal jobs with a resume, the attached *Optional Application for Federal Employment* or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.
- For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at **912-757-3000**, **TDD 912-744-2299**, by computer modem **912-757-3100**, or via the Internet (Telnet only) at **FJOB.MAIL.OPM.GOV**.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees).
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact that office.

**THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

**PRIVACY ACT AND PUBLIC BURDEN STATEMENTS**

- The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.
- We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight, other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.
- If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.
- We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulations; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations including news media that grant or publicize employee recognition and awards; and the Merit System Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.
- We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures.
- We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and receiving the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.
- Send your application to the agency announcing the vacancy.

**APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND SEX IDENTIFICATION**

(Please read the Instructions and Privacy Act Statement before completing this form)

**OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422-GTN, Paperwork Reduction Project (1910-0600), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0600), Washington, DC 20503.

**PRIVACY ACT STATEMENT**

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. SUBMISSION OF THIS INFORMATION IS VOLUNTARY. Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

Authority: Sections 1302, 3301, 3302, 3304 and 7201 of Title 5n of the U.S. Code; Section 2000e of Title 42 U.S. Code: and Section 791 of Title 29 of the U.S. Code.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397 (November 22, 1943), which requires agencies to use the SSN as the means for identifying individuals in Personnel information systems. It will be used only for that purpose. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

|                                                                   |                               |
|-------------------------------------------------------------------|-------------------------------|
| Vacancy Announcement Number                                       | Position Title, Series, Grade |
| Name (Last, First, Middle Initial)                                | Social Security Number        |
| Sex <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE |                               |

SECTION A. DISABILITY STATUS ☐ ☐

A person is disabled if he or she has a physical or mental impairment, which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

NOTE: Please place only ONE two-digit code number in the box.

05. I do not have a disability

16. Total deafness in both ears, with or without understandable speech.

23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting device)

25. Blind in both eyes (no usable vision, may have some light perception).

28. Missing one arm or one leg.

33. Missing hands or both arms or both feet or both legs.

35. Missing one hand or arm and one foot or leg.

64. Partial paralysis of both hands. Partial paralysis of both legs, any part, or both arms, any part.

65. Partial paralysis of both legs, any part, or both arms, any part.

**APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND SEX IDENTIFICATION**

- 67. Partial paralysis of one side of the body, including one arm and one leg.
- 68. Partial paralysis of three or more major parts of the body (arms and legs)
- 71. Complete paralysis of both hands or both arms or both legs.
- 72. Complete paralysis of one arm or one leg.
- 76. Complete paralysis of lower half of body, including legs.
- 77. Complete paralysis of one side of body, including one arm and one leg.
- 78. Complete paralysis of three or more major parts (of body) (arms and legs).
- 82. Convulsive disorder (e.g. epilepsy).
- 90. Mental retardation (a chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a state vocational rehabilitation agency).
- 91. Mental or emotional illness (a history of treatment for mental or emotional problems).
- 92. Severe distortion of limbs and/or spine (e.g. dwarfism, severe distortion of the back).
- 06. I have a disability, but it is not listed above. Describe:

#### SECTION B. RACE/NATIONAL ORIGIN

The categories below provide descriptions of race and national origins. Read the descriptions and then check the box next to the category with which you identify yourself. If you are a mixed race and/or national origin, select the category with which you identify yourself. NOTE: Please mark only ONE box.

- |                                      |                          |                                                                                                                                                                                                                             |
|--------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. American Indian or Alaskan Native | <input type="checkbox"/> | A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.                                                     |
| B. Asian or Pacific Islander         | <input type="checkbox"/> | A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example: China, India, Japan, Korea, the Philippine Islands, Samoa and Vietnam. |
| C. Black, not of Hispanic origin     | <input type="checkbox"/> | A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.                        |
| D. Hispanic                          | <input type="checkbox"/> | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.                                                   |
| E. White, not of Hispanic origin     | <input type="checkbox"/> | A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American cultures or origins.            |
| F. Other                             | <input type="checkbox"/> | A person not included in the above categories.                                                                                                                                                                              |

## Declaration for Federal Employment

|                                                                                   |                                                                     |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>GENERAL INFORMATION</b>                                                        |                                                                     |
| 1. <b>FULL NAME</b> <i>(First, middle, last)</i>                                  | 2. <b>SOCIAL SECURITY NUMBER</b>                                    |
| 3. <b>PLACE OF BIRTH</b> <i>(Include City and State or Country)</i>               | 4. <b>DATE OF BIRTH</b> <i>(MM/DD/YY)</i>                           |
| 5. <b>OTHER NAMES EVER USED</b> <i>(For example, maiden name, nickname, etc.)</i> | 6. <b>PHONE NUMBERS</b> <i>(Include Area Codes)</i><br>DAY<br>NIGHT |

### Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

- 7a. Are you a male born after December 31? ☐ YES ☐ NO *If "NO" skip 7b and 7c. If "YES" go to 7b.*  
7b. Have you registered with the Selective Service? ☐ YES ☐ NO *If "NO" go to 7c.*  
7c. If "NO", describe your reason(s) in item 16.

### MILITARY SERVICE

8. Have you served in the United States Military? ☐ YES *Provide info* ☐ NO

If you answered "YES", list the branch, dates, and type of discharge for all active duty.  
If your only active duty was training in the Reserves or National Guard, answer "NO".

| BRANCH | FROM<br>MM/DD/YYYY | TO<br>MM/DD/YYYY | TYPE OF DISCHARGE |
|--------|--------------------|------------------|-------------------|
|        |                    |                  |                   |

### BACKGROUND INFORMATION

**For all questions, provide all additional requested information under item 16 or on attached sheets.** The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9, 10, and 11, your answers should include convictions resulting from a plea of nolo contendere (*no contest*), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law (4) any conviction set aside under the Federal Youth Corrections Act or similar State law, and (5) any conviction whose record was expunged under Federal or State law.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                 |                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 9. During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives, violations, misdemeanors, and all other offenses.) <i>If "YES", use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.</i>                                                             | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| 10. Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer "NO".) <i>If "YES", use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.</i>                                                                                                                                                   | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| 11. Are you now under charges for any violation of law? <i>If "YES", use item 16 to provide the date, explanation of the violation, place of occurrence, and name and address of the police department or court involved.</i>                                                                                                                                                                                                                     | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| 12. During the last 5 years, were you fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management? <i>If "YES", use item 16 to provide the date, an explanation of the problem and reason for leaving, and the employer's name and address.</i>          | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| 13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) <i>If "YES", use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.</i> | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |

**Declaration for Federal Employment****Electronic Form Approved**

by CILR 07/24/02

**ADDITIONAL QUESTIONS**

14. Do any of your relatives work for the agency or organization to which you are submitting this form? (Includes father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepson, stepdaughter, stepbrother, stepsister, halfbrother, and halfsister.) *If "YES", use item 15 to provide the name, relationship, and the Department, Agency, or Branch of the Armed Forces for which your relative works.*

**YES**☐**NO**☐

15. Do you receive, or have you ever applied for, retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service?

**YES**☐**NO**☐**CONTINUATION SPACE/AGENCY OPTIONAL QUESTIONS**

16. Provide details requested items 7 through 15 and 18c in the continuation space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (*these questions are specific to your position and your agency is authorized to ask them*).

**CERTIFICATIONS/ADDITIONAL QUESTIONS**

**APPLICANT:** If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

**APPOINTEE:** If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and attached materials are accurate, read item 17, and answer 18a, 18b, and 18c as appropriate.

17. **I certify** that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. **I understand that a false or fraudulent answer to any question on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand** that any information I give may be investigated for purposes of determining eligibility for Federal employment by as allowed by law or Presidential order. **I consent** to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees of the Federal Government. **I understand** that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

17a. Applicant's Signature:

(Sign in ink)

17b. Appointee's Signature:

(Sign in ink)

Date

**APPOINTING OFFICER:**Enter Date of Appointment or Conversion  
MM/DD/YYYY

18. **Appointee (Only Respond only if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job?

MM / DD / YYYY

DATE:

18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or

**YES****NO****DO NOT KNOW**

any type of optional life insurance?

☐☐☐

18c. If you answered "Yes" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "No", use item 16 to identify the type(s) of insurance for which waivers which were not cancelled.

**YES**

**NO**

**DO NOT KNOW**

☐☐☐

U.S. Office of Personnel Management

NSN 7540-01-368-7775

Optional Form 306  
Revised January 2001  
Previous editions obsolete and unusable  
FILE CODE: PE-20-12  
RETENTION: CHR/CF = 2 YRS; OTHERS = A

# GEOGRAPHIC AVAILABILITY FORM

|      |       |
|------|-------|
| NAME | DATE: |
| JOB: |       |

       I AM AVAILABLE FOR WORK AS A SUBSTAION OPERATOR AT THE FOLLOWING LOCATIONS.

ONLY CHECK THE LOCATIONS FOR WHICH YOU ARE AVAILABLE.

       ANYWHERE IN OREGON, WASHINGTON, IDAHO, OR MONTANA

| <u>OREGON</u>                     | <u>WASHINGTON</u>                       | <u>IDAHO</u>                 |
|-----------------------------------|-----------------------------------------|------------------------------|
| <u>      </u> ANYWHERE            | <u>      </u> ANYWHERE                  | <u>      </u> ANYWHERE       |
| <u>      </u> Albany              | <u>      </u> Aberdeen                  | <u>      </u> Burley         |
| <u>      </u> Bandon              | <u>      </u> Bremerton (Kitsap)        | <u>      </u> Idaho Falls    |
| <u>      </u> Fairview            | <u>      </u> Bridgeport (Chief Joseph) | <u>      </u> Lewiston       |
| <u>      </u> Florence (Wendson)  | <u>      </u> Centralia (C.W. Paul)     | <u>      </u> Sandpoint      |
| <u>      </u> Goshen (Alvey)      | <u>      </u> Chehalis                  |                              |
| <u>      </u> Hillsboro (Keeler)  | <u>      </u> Colville                  | <u>      </u> MONTANA        |
| <u>      </u> La Pine             | <u>      </u> Custer                    | <u>      </u> ANYWHERE       |
| <u>      </u> Malin               | <u>      </u> Ellensburg                | <u>      </u> Columbia Falls |
|                                   |                                         | <u>      </u> (Conkelley)    |
| <u>      </u> North Bend          | <u>      </u> Kent (Covington)          | <u>      </u> Garrison       |
| <u>      </u> Oregon City         | <u>      </u> Longview                  | <u>      </u> Hot Springs    |
| <u>      </u> (Ostrander)         | <u>      </u> (Maintenance H.Q.)        |                              |
| <u>      </u> Redmond             | <u>      </u> Malaga (Valhalla)         | <u>      </u> Kalispell      |
| <u>      </u> Reedsport           | <u>      </u> Newport                   | <u>      </u> Libby          |
| <u>      </u> Rufus (John Day)    | <u>      </u> North Bonneville          | <u>      </u> Missoula       |
| <u>      </u> Salem (Chemawa)     | <u>      </u> Olympia                   | <u>      </u> Taft           |
| <u>      </u> Salem (Keizer)      | <u>      </u> Pasco (Franklin)          |                              |
| <u>      </u> Stayton (Marion)    | <u>      </u> Port Angeles              |                              |
| <u>      </u> The Dalles          | <u>      </u> Raymond                   |                              |
| <u>      </u> Troutdale           | <u>      </u> Richland (Ashe)           |                              |
| <u>      </u> Umatilla (McNary)   | <u>      </u> Rock Island (Columbia)    |                              |
| <u>      </u> Wilsonville (Pearl) | <u>      </u> Snohomish                 |                              |
|                                   | <u>      </u> Spokane (Bell)            |                              |
|                                   | <u>      </u> Vancouver (Alcoa)         |                              |
|                                   | <u>      </u> Vancouver (Ross)          |                              |
|                                   | <u>      </u> Wenatchee (Sickler)       |                              |

**U.S. DEPARTMENT OF ENERGY  
BONNEVILLE POWER ADMINISTRATION  
EMPLOYEE REFERRAL PROGRAM (ERP) FORM**

**Instructions:** The referring employee completes and submits this form by midnight of the closing date of the announcement to Personnel Services via mail – CHP/CSB-2, E-mail - [jobs@bpa.gov](mailto:jobs@bpa.gov), or Fax – 360-418-2063. Separate forms must be submitted for each application. ERP Awards will not be authorized without a complete and timely form.

**PART 1- APPLICANT INFORMATION**

APPLICANT'S NAME

ANNOUNCEMENT NUMBER

POSITION

**PART 2 – REFERRING BPA EMPLOYEE INFORMATION**

EMPLOYEE NAME

TELEPHONE NUMBER

POSITION/JOB

ROUTING

**IMPORTANT: The ERP does not allow referrals for any of the following employee relatives:**

|                       |                        |                          |
|-----------------------|------------------------|--------------------------|
| <i>Husband</i>        | <i>Step uncle</i>      | <i>Step sister</i>       |
| <i>Father</i>         | <i>Nephew</i>          | <i>Sister-in-law</i>     |
| <i>Stepfather</i>     | <i>Step nephew</i>     | <i>Aunt</i>              |
| <i>Father-in-law</i>  | <i>Wife</i>            | <i>Step aunt</i>         |
| <i>Son</i>            | <i>Mother</i>          | <i>Niece</i>             |
| <i>Step son</i>       | <i>Step mother</i>     | <i>Step niece</i>        |
| <i>Son-in-law</i>     | <i>Mother-in-law</i>   | <i>Grandparents</i>      |
| <i>Brother</i>        | <i>Daughter</i>        | <i>Step grandparents</i> |
| <i>Half brother</i>   | <i>Step daughter</i>   | <i>Grandchild</i>        |
| <i>Step brother</i>   | <i>Daughter-in-law</i> | <i>Step grandchild</i>   |
| <i>Brother-in-law</i> | <i>Sister</i>          | <i>First cousin</i>      |
| <i>Uncle</i>          | <i>Half sister</i>     | <i>Step first cousin</i> |

☐ I DECLARE THE APPLICANT I AM REFERRING IS NOT A RELATIVE AS DESCRIBED ABOVE.

**FOR PERSONNEL SERVICES USE ONLY**

APPROVED BY

APPROVAL DATE

HIRE DATE

ONE YEAR AWARD DATE